

## Request for Records Disposition Authority

Records Schedule Number      DAA-AU-2015-0015  
 Schedule Status                Approved

Agency or Establishment      Department of the Army  
 Record Group / Scheduling Group    Army Undifferentiated  
 Records Schedule applies to      Agency-wide  
 Schedule Subject                The Overseas Entitlement Tracker (OET)  
 Internal agency concurrences will be provided      No

**Background Information**

AR 690-500, the proponent of this regulation is the Deputy Chief of Staff, G-1. In support of AR 690-500, the DCS, G-1 submits for disposition the Overseas Entitlement Tracker (OET). OET provides the capability to accurately track Living quarters Allowance (LQA). LQA is provided to reimburse employees for suitable, adequate living quarters at posts where the U.S. Government does not provide quarters. Included are the employee's name, SSN, DOB, organization and potentially home address.

The inclusive dates of OET records are from 2013 to present.

Source input data is entered by the user with some fields updated from an external table and approved for disposition under RN25-1kkk/400B (0-6), Input Source Records. System documentation includes record layouts, specifications, and code books are covered under RN 25-1mmm/400B (0-6):

Source output: Period reports. Automated system administrative outputs and reports use RN 25-1jjjj/400B.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-AU-2015-0015

Sequence Number	
1	The Overseas Entitlement Tracker (OET) Master Files/RN690-500o/ACRS 600B/0-6 Disposition Authority Number: DAA-AU-2015-0015-0001

## Records Schedule Items

Sequence Number		
1	<p><b>The Overseas Entitlement Tracker (OET) Master Files/RN690-500o/ACRS 600B/0-6</b></p> <p>Disposition Authority Number      <b>DAA-AU-2015-0015-0001</b></p> <p>The system contains the employee's name, SSN, DOB, contact information, organization, and potentially home address.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p>	
	<b>Manual Citation</b>	<b>Manual Title</b>
	<b>AR 25-400-2</b>	<b>The Army Records Information Management System (ARIMS)</b>
	<b>Disposition Instruction</b>	
	<b>Cutoff Instruction</b>	<b>KE3. Destroy 3 years after event. Event is when all allowances granted have been terminated at the end of the Fiscal Year.</b>
	<b>Retention Period</b>	<b>Destroy 3 year(s) after All allowances granted have been terminated at the end of the Fiscal Year.</b>
	<b>Additional Information</b>	
	<b>GAO Approval</b>	<b>Not Required</b>

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
03/10/2015	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
07/30/2015	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
08/04/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/05/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist